



Job Title: School Librarian

Employer's Name: International Community School

Employment Start Date: September 2026

Job Type: Full Time

School/Campus: Accra Campus

### **ABOUT THE SCHOOL:**

International Community School Ghana is a world-class institution providing students with an inclusive holistic and international education needed to succeed in college/university and become patriotic leaders. We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A Level Exams.

### **THE POSITION:**

We are seeking to recruit a passionate and dedicated Primary School Librarian to join our vibrant learning community. The successful candidate will play a pivotal role in promoting a culture of reading, research and information literacy across the school. The librarian will ensure that the library remains a welcoming and dynamic space that nurtures students' curiosity, creativity and love for books, while actively supporting the school's broader literacy and learning goals.

### **BENEFITS**

ICS ensures that its teachers/staff are well catered for by offering them incentives and benefits as much as the resources of the school would allow. These benefits are as follows:

- Competitive Remuneration
- Bursary/Scholarship for staff wards (Maximum of 2 kids)
- Continuous Staff Training and Development for professional growth.
- Social Security Contribution (Tier 1)
- Enterprise Trustees Contribution (Tier 2)
- Provident fund Contribution (Tier 3)

## KEY RESPONSIBILITIES

- Library Management and Organization
- Maintain an orderly and appealing library space that encourages exploration and reading.
- Catalogue, label and shelve books and resources according to the library system.
- Regularly update the library collection with new and relevant materials (fiction, non-fiction, reference and digital resources).
- Keep records of borrowed and returned books, ensuring accountability.
- Reading Promotion and Literacy Support
- Encourage a love for reading through activities such as Storytime sessions, book talks, author of the month displays, and reading challenges.
- Collaborate with teachers to support literacy programs and classroom reading goals.
- Recommend books to students based on their interests and reading levels.
- Support school-wide reading events (e.g., Book Week, Reading Month, or Book Fairs).

## Student and Teacher Support

- Guide students in selecting appropriate books for research, projects, or pleasure reading.
- Support teachers by sourcing books and resources that align with the curriculum.
- Teach basic library and research skills — e.g., how to find information, cite sources, or
- navigate digital resources.

## Record Keeping and Reporting

- Keep borrowing records, track overdue books, and maintain a simple data system for library usage.
- Provide termly updates on library activities, book circulation, and student engagement.

### **Collaboration and Innovation**

- Work with teachers to integrate library activities into classroom learning.
- Use creative methods (displays, reading corners, competitions) to make reading engaging.
- Encourage student-led initiatives such as book clubs or peer reading buddies.

### **PERSON SPECIFICATION:**

- A minimum of a bachelor's degree in library science, Information Studies, Education, or a related field.
- Professional certification in librarianship or information management is an added advantage.
- At least 2 years of experience working in a school or children's library setting.
- Strong knowledge of children's literature, digital literacy tools and library management systems.
- Excellent interpersonal, organizational, and communication skills.
- A passion for nurturing young readers and supporting holistic education.

### **NOTE:**

Kindly submit your CV, a cover letter, a letter of recommendation from your current head and contact of two references who will be contacted if shortlisted. Only shortlisted applicants would participate in the exams writing, teaching demonstration and interview. The School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks.

Submit queries, if any and your completed application to [hr@icsghana.info](mailto:hr@icsghana.info)